

SUPT'S E-MAIL TO: Division Superintendents

FROM: Steven R. Staples  
Superintendent of Public Instruction

SUBJECT: **Critical Deadlines** – State Grant Awards Ending June 30, 2016

As you are aware, the Commonwealth of Virginia replaced its 30+ year-old financial management system in February 2016; the new financial management system is called Cardinal. In prior years, school divisions have been encouraged to submit state grant reimbursements by specified deadlines in order to ensure processing prior to the state fiscal year end. However, in limited circumstances, under the old financial management system, the VDOE Office of Fiscal Services has been able to continue processing payments until June 30.

State agencies have been notified that Cardinal Accounts Payable (AP) will have an accelerated closing schedule that will prevent agencies from being able to process last-minute AP vouchers through June 30. As a result, state agencies must accelerate their submission deadlines in order to ensure processing prior to state fiscal year end. This is especially critical for state-funded grants that expire June 30. The submission deadlines below are mandatory in order to ensure state grant reimbursement claims processing prior to state fiscal year end and expiration of state funds availability.

The VDOE Office of Fiscal Services has implemented the following submission deadlines for sub-recipients of state-funded grants.

### **June 3, 2016**

- Deadline for approved paper requests for grant reimbursements to be received in Fiscal Services.

### **June 10, 2016**

- Deadline for sub-recipients to submit OMEGA reimbursement claims through Level 3 approver; the OMEGA Spend Down Calendar will reflect the current balance for awards currently processed through OMEGA. This notice and deadline will be posted in OMEGA.
  - **If approvers of manual grant reimbursements or OMEGA reimbursement claims plan to be out of the office during the month of June, be sure to have established delegated authority so approvers in OMEGA can keep the approval flow process moving forward to meet the deadlines above.** If an OMEGA approver is unavailable to approve the reimbursement claim, VDOE Office of Fiscal Services will be unable to process the payment prior to the Cardinal Accounts Payable close, which will result in the state grant reimbursement claim not being processed and the state grant funds expiring at June 30.

**June 14, 2016**

- Deadline for DOE Program Offices to review and approve OMEGA reimbursement claims through Levels 5/6 approver and be ready for Fiscal Services processing; pay date no later than 6/24/2016.

The Department of Education appreciates your attention to these critical deadlines, and planning accordingly to assist VDOE in liquidating your state grant reimbursement claims prior to fiscal year end and expiration of state funds availability.

This communication is also being sent to division Finance Directors.

Please contact Christine Lopilato, Director of Fiscal Services, at 804-225-3806 or [christine.lopilato@doe.virginia.gov](mailto:christine.lopilato@doe.virginia.gov) should you have any questions.